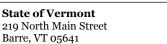
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www.education.vermont.gov

# INFORMATION FOR APPLICANTS WHO HAVE COMPLETED POST-SECONDARY EDUCATION OUT OF COUNTRY

802-479-1700

## Dear Applicant:

Thank you for contacting the Vermont Agency of Education's Office of Educator Licensing. You have indicated that you have completed your post-secondary education outside of the United States. Your process begins with these three steps. After you have completed these steps we will be able to determine your licensing route to becoming a Vermont educator.

### Step 1

Vermont educator licensing rules require that those who have completed their academic preparation outside of the United States must have their credentials evaluated by a credentials evaluation service. Please select one of the following to order a Credentials Report:

**Academic & Credential Records Evaluation & Verification Service** (ACREVS)

1776 Clear Lake Ave. Milpitas, CA 95035 Tel: (866) 583-4834 Fax: (510) 252-0876

www.acrevs.com

**Educational Credential** Evaluators, Inc. (ECE) PO Box 514070 Milwaukee, WI 53203-3470 Tel: (414) 270-6333 Fax: (414) 289-3411

www.ece.org

**International Education** Research Foundation PO Box 3665 Culver City, CA 90231-3665 Tel: (310) 258-9451 Fax: (310) 342-7086 www.ierf.org

American Association of Collegiate **Registrars and Admissions Officers** (AACRAO) PO Box 3665 Culver City, CA 90231-3665

> Tel: (310) 258-9451 Fax: (310) 342-7086 www.ierf.org

Globe Language Services, Inc. **Evaluation Service** 319 Broadway New York, NY 10007 Tel: (212) 227-1994 Fax: (212) 693-1489 www.globelanguage.com

**World Education Services Bowling Green Station** PO Box 5087 New York, NY 10274-5087 Tel: (212) 966-6311 Fax: (212) 739-6100 www.wes.org

Center for **Educational Documentation** PO Box 199 Boston, MA 02117 Tel: (617) 338-7171 Fax: (617) 338-7101 www.cedevaluations.com

Agency of Education

Joseph Silny & Associates 7101 SW 102 Avenue Miami, FL 33173 Tel: (305) 273-1616 Fax: (305) 273-1338 www.jsilny.com



### <u>Note</u>

Vermont requires two (2) types of foreign transcript analysis:

- General Evaluation, and
- A Course-By-Course Evaluation

You must request both of these analyses. Please request that an official copy of the results be sent from the organization to: Vermont Agency of Education, Office of Educator Licensing, 219 North Main Street Barre, VT 05641. Next, you must immediately complete Step 2!

#### Step 2

- Send a cover letter with your name, address, and Social Security Number to the Office of Educator Licensing, requesting that the department perform a transcript analysis when your Credentials Report is received in our office.
- State which organization is conducting the Credentials Report and the date the review was requested.
- Submit \$40.00 (US Funds) for this review. Make checks payable to the <u>Vermont AOE Licensing</u> Office.

If you have followed Step 1 and Step 2, we can begin your review as soon as the report is received. Incomplete requests will be returned to the applicant.

### Step 3

Vermont licensing policy also requires that you show study in the following areas. This study may have been included in your college education, U.S. citizenship classes or other forms of study. You must provide evidence of:

- General knowledge of American history and culture.
- Coursework in the education of the exceptional child (special education).

Please contact us at AOE.LicensingInfo@state.vt.us or at (802) 479-1700 if you have any questions.

The Office of Educator Licensing and Professional Standards Vermont Agency of Education 219 North Main Street Barre, VT 05641

